



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**PROFESSIONAL  
CERTIFIED  
STAFF SYSTEM**

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## **General**

This user manual is for users of the Professional Certified Staff (PCS) system.

The South Carolina Department of Education (SCDE) is required to collect information on professional staff personnel to meet the requirements under the South Carolina Education Finance Act (EFA), the Education Improvement Act (EIA), and School Laws of South Carolina. The primary purpose of the Professional Certified Staff (PCS) is to catalog all professional staff employed by a district during the current school year to:

1. Calculate EIA teacher salary increase (TSI) and teacher salary increase fringe benefits.
2. Officially update the professional personnel file in the Office of Educator Quality to provide credit for total years of experience in education.
3. Provide information for funding regarding National Board, Teacher Supply, etc.

## Types of Users

Your access to information and screens depends on your user role. Everyone will not have access to all areas or pages of PCS.

Web Page	PCS Coord	PCS Update	PCS Tech	PCSDistGuest1	PCSDistGuest2
Home	X	X	X	X	X
Staff					
Locations List	X	X		X	X
Staff List	X	X		X	X
Detail	X	X		X	X
Funding	X	X		X	
Certification	X	X		X	X
Staff Notes	X	X		X	X
Salary (Update)	X	X			
Add	X	X			
Update	X	X			
Delete	X				
Terminate	X	X			
Change Status	X	X			
Reports	X	X	X	X	X
Technology					
Locations List	X	X	X	X	X
List	X	X	X	X	X
Detail	X	X	X		
Reports	X	X	X	X	X
Admin					
Import	X				
Due Dates	View only	View Only		View Only	View Only
Code Tables	View only	View Only		View Only	View Only
Support					
User Profile	View only	View only	View only	View only	View only
FAQ	View only	View only	View only	View only	View only
Contacts	View only	View only	View only	View only	View only
Documentation	View only	View only	View only	View only	View only

# Login


You must first log into the **South Carolina Department of Education (SCDE) Web Site** <http://ed.sc.gov> using your SCDE user **name** and **password**. Your user name is your email address that was used when you first established your account at ed.sc.gov. You must have a profile established with the SCDE in order to access PCS.

Please complete a **PCS request for user access form** if you need an SCDE user name and password. The form is available at:

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserAccessForm1-22-15.pdf>.

Send the completed form to Ann Castro in the SCDE Chief Finance Office at [acastro@ed.sc.gov](mailto:acastro@ed.sc.gov).

## Login Page



The screenshot shows the login interface for the South Carolina Department of Education (SCDE) Web Site Member Center. The page has a blue header with the SCDE logo on the left. The main content area is a light blue box with a title bar that says "Login to the SCDE Web Site Member Center". Below the title bar, there is a section titled "Log on using E-Mail Address". This section contains two input fields: "User Id / E-mail:" and "Password:". To the right of the "Password:" field is a "Log On" button. Below the input fields, there is a section for "Teachers" with a link "Click here to view Certification Status". At the bottom of the login box, there is a message: "If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below." Below this message are three buttons: "Create Account", "Reset Password", and "Request Tech Support". At the very bottom of the page, there is a footer that says "© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#)."

# ed.sc.gov Member Center Page

Once you log into <http://ed.sc.gov> you will be presented with your **Member Center page**.

You log into the **PCS application** by clicking the [PCS-Professional Certified Staff](#) Application link under **Web Applications**.

## Member Center

Name: Annie Castro | E-mail: [ACastro@ed.sc.gov](mailto:ACastro@ed.sc.gov) | Username: [acastro](#)

### User Tools

- [Change your security question answers](#)

### Agency Employee Resources

- [Molly Spearman - Welcome Meeting](#)
- [Bus Shop Suggestion Box](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

### Agency Applications

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)

### Web Applications

**The SPPS SLICE reports are available. The SLICE Dashboard systems are currently down for maintenance.**

- [CPS - Certification Portal System](#)
- [EPMS](#)
- [Financial Portal](#)
- [PCS - Professional Certified Staff](#)

### Training Resources

#### Web Applications

\* Applications below are for training purposes only.

#### Tutorials

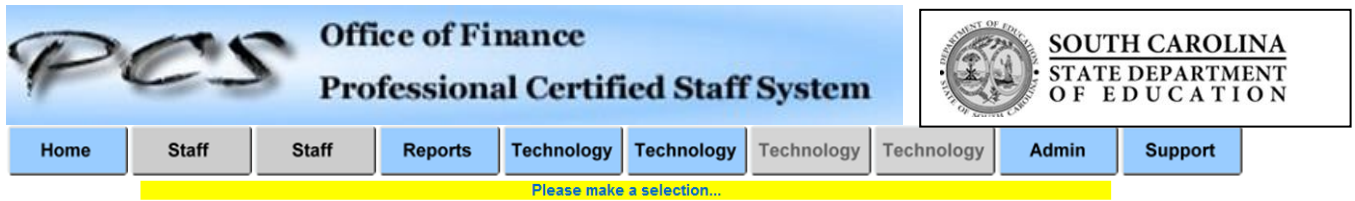
- [Grants Management Training](#)

If you do not have a [PCS](#) link on your Member Center page, you must request access by contacting Ann Castro in the SCDE Chief Finance Office at [acastro@ed.sc.gov](mailto:acastro@ed.sc.gov).

Additional information may be requested from you in order for you to be granted the proper access.

# Messages

## PCS Messages



You will see PCS messages printed in the yellow box on all screens centered at the top (see above). These messages are used to let you know what activity is expected or currently being performed.

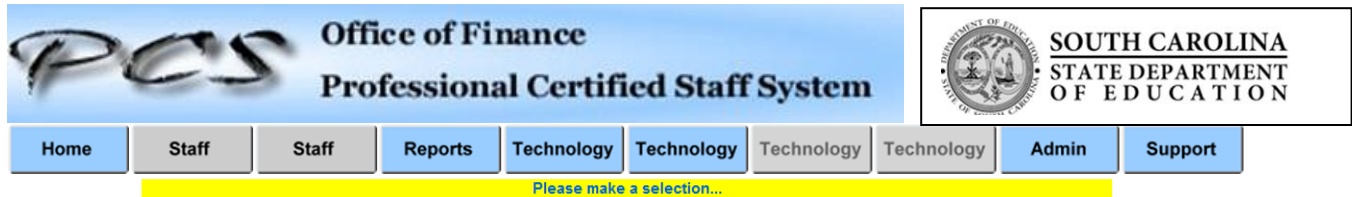
## Popup Error Messages

The PCS program may give you a **popup error message** if you do something that is not allowed. If you try to enter a character (a-z, A-Z) into a numeric field, you will get the error message below. To continue, you must click on the “OK” button and make the necessary correction.



## Navigation Buttons


At the top of the home page and all the other pages are navigation buttons. You navigate PCS by using these primary buttons.




You navigate to each of these sections by clicking on the button.

Button	Navigates to:
Home	Home page
Staff	List of Staff / Add Staff
Reports	Reports Section
Technology	Technology Proficiency
Administration	Administration Section
Support	Support Contacts

On many pages you will find navigation buttons that navigate within the section you are working on. They appear when all of the data cannot be displayed on one screen.

 Clicking on this button will take you to the previous selection (may be the previous staff member in alphabetical order, for example).

 Clicking on this button will take you to the next selection (may be last staff member in alphabetical order, for example)

## Navigation Tabs

When you select one of the navigation buttons (except the home page), you will be presented with one or more **Tabs**. These are buttons that look like tabs in a filing cabinet. These tabs allow you to move from one area of the section to another.

This is an example of some of the tabs found in the Staff section. Your user profile will determine which tabs that you see.



You navigate to each of these areas by **highlighting** the tab and then **clicking** on it.



## Link (Hyperlink)

A **Link** (Hyperlink) is another way to navigate on web sites. They are usually shown as a text item that has been **underlined** and displayed in a **different color** (usually **blue**).

For example, on the Locations list, the underlined code number is the hyperlink to staff in that location. If you click on the code number it will take you to a list of staff for that location.

Search for Location By: <input type="text"/>	
Search for Staff By: <b>SSN</b> <input type="text"/>	
<b>Code</b>	
<a href="#">000</a>	District Office
<a href="#">003</a>	Lexington High
<a href="#">004</a>	Pelion High
<a href="#">005</a>	Gilbert Elementary
<a href="#">006</a>	Lexington Intermediate
<a href="#">007</a>	Lexington Elementary
<a href="#">008</a>	Pelion Elementary
<a href="#">009</a>	Oak Grove Elementary
<a href="#">010</a>	Lexington Middle

## Field

A **Field** is a piece of information that is displayed on the screen. You may be able to enter information into this field or the field may be for display only.

Examples of fields:

### Text

<b>Locations</b>	<b>Staff List</b>	<b>Detail</b>	<b>Funding</b>	<b>Certification</b>	<b>Salary</b>	<b>Add Staff</b>
Title: <input type="text"/>	First: <input type="text"/>	Middle: <input type="text"/>	Last: <input type="text"/>	Suffix: <input type="text"/>		

### Date

Technology Prof Date: <input type="text"/>
--

### Numeric

Salary: <input type="text"/>	Days Employed: <input type="text"/>
Federal Funds: <input type="text"/>	First 135: <input type="text"/>

## Button box

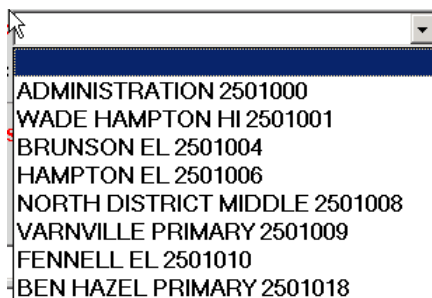
Please specify report selection criteria...

- ☐ All Staff with All Certification Areas
- ☐ All Staff with only the Selected Certification Area
- ☐ All Staff with only the Selected Certification Area (includes all areas for each staff)

## Check box

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Terminated Staff         | <input type="radio"/> Include <b>only</b> these staff | <input type="radio"/> Exclude <b>all</b> of these staff |
| <input type="checkbox"/> Non-Certified Staff      | <input type="radio"/> Include <b>only</b> these staff | <input type="radio"/> Exclude <b>all</b> of these staff |
| <input type="checkbox"/> Staff with Federal Funds | <input type="radio"/> Include <b>only</b> these staff | <input type="radio"/> Exclude <b>all</b> of these staff |
| <input type="checkbox"/> National Board Certified | <input type="radio"/> Include <b>only</b> these staff | <input type="radio"/> Exclude <b>all</b> of these staff |

## Drop-down list



## Text Field

A **Text Field** is a way for you to enter text information (words) into the system or for the system to display data that is already there.



You navigate to a text field by either using the **Tab key** or by **highlighting** the field and **clicking** it.



Displays or requires you to enter text (First Name) using letters.

## Date Field

A **Date Field** is used to enter or display dates.

You navigate to a date field by either using the **Tab key** or by **highlighting** the field and **clicking** it.

Technology Prof Date:

Displays or requires you to enter a date

The **format** for date entry is **MM/DD/YYYY**. **MM** is the number of the month (02). **DD** is the number of the day of the month (05). **YYYY** is the year (2011)

**Note: If you enter an incorrect date or use an incorrect format, you will receive an error message and will have to re-enter the date.**

## Numeric Field

A **Numeric Field** is used to enter or display numbers.

You navigate to a numeric field by either using the **Tab key** or by **clicking** it.

Salary:	<input type="text"/>	Days Employed:	<input type="text"/>
Federal Funds:	<input type="text"/>	First 135:	<input type="text"/>

Displays or requires you to enter a number.

**Note: If you enter a number either too small, too large, or with incorrect number of digits (numbers) to the right of a decimal point (if applicable), you will receive an error message and have to re-enter the number.**

## Drop-down List

A **Drop-down list**  is a way for you to pick a value from a set of values that have already been determined for you.

Here is an example of a drop-down list for position code.

Select the position code by **clicking** on the arrow to the right of the Pos.1: field.


Select the position by **highlighting** the desired position code.

The position code has now been selected.

Pos 1: 08 Classroom Teacher 

You may select a new position code by highlighting the new code.

## **Button Box**



A **button box**  is a way for you to pick a value from a set of values that have already been determined for you. If there is more than one button, you may pick one and only one item.

Here is an example of three button boxes that are used together.


**Please specify report selection criteria...**

- ☐ All Staff with All Certification Areas
- ☐ All Staff with only the Selected Certification Area
- ☐ All Staff with only the Selected Certification Area (includes all areas for each staff)

You select the one you want by **highlighting** the button and **clicking** on it .

If you click one of the other buttons, the first button selected will become unselected  (go blank) and the new button will be selected .

## **Check Box**

A **check box**  is a way for you to pick one or more values from a set of values that have already been determined for you. The difference between a check box and a button box is that you may select more than one item from the values shown.

Here is an example with four check boxes.

- ☐ Terminated Staff
- ☐ Non-Certified Staff
- ☐ Staff with Federal Funds
- ☐ National Board Certified

You may select one, two, or all four boxes by **highlighting** the check box and **clicking** on it  (called **checking**).

### One selected


- ☒ Terminated Staff
- ☐ Non-Certified Staff
- ☐ Staff with Federal Funds
- ☐ National Board Certified

### Two selected

- ☒ Terminated Staff
- ☐ Non-Certified Staff
- ☒ Staff with Federal Funds
- ☐ National Board Certified

You may **check** ☒ or **uncheck** ☐ each box without affecting the other choices.

## Action Button

An **action button**  makes something happen within the program. Each button, when pressed, will do something to the information.

You press a button by **highlighting** the button and **clicking** on it.

Examples of action buttons:





A **Submit** button will save the information on the page to the system.

A **Reset** button will allow you to abort changes made to the information on the page and start over.

The purpose of each action button will be explained in this manual in the section pertaining to the page where the action button is found.

# Home Page

**Office of Finance**  
**Professional Certified Staff System**

**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

[Home](#)[Staff](#)[Staff](#)[Reports](#)[Technology](#)[Technology](#)[Technology](#)[Technology](#)[Admin](#)[Support](#)

*FISCAL YEAR: 2011-2012*

**PCS News**


**Additional Position Codes Requiring Technology Proficiency**  
There are some additional Position Codes in PCS that now require Technology Proficiency. The new codes are: 01,02,11,12,17,45,and 97.03/21/2011

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The Chief Finance Office will use the home page to communicate various messages concerning deadlines and other topics related to PCS.

To log out of PCS, click on the South Carolina Department of Education logo in the upper right corner. You should always logout to leave PCS instead of closing the browser.

# Staff Locations



Office of Finance  
Professional Certified Staff System



SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION

HomeStaffStaffReportsTechnologyTechnologyTechnologyTechnologyAdminSupport

Please make a selection...

DistrictsLocationsAdd Staff

District: 0201 / AIKEN 01District: /

Search for LocationBy: Location Name Search

Search for Staff By:

Code	Name
<a href="#">000</a>	ADMINISTRATION
<a href="#">995</a>	AIKEN CO CAREER CTR
<a href="#">016</a>	AIKEN ELEM
<a href="#">002</a>	AIKEN HIGH
<a href="#">057</a>	AIKEN MIDDLE
<a href="#">603</a>	AIKEN PERFORMING ARTS CHARTER
<a href="#">019</a>	BELVEDERE ELEM
<a href="#">025</a>	BUSBEE CORBETT ELEM/MID
<a href="#">021</a>	BYRD ELEM
<a href="#">056</a>	CHUKKER CREEK ELEM

<< PreviousTopBottomNext >>

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When the staff navigation button is clicked, the locations in your district will be listed. You may search by location code, name or social security number. You may click on a location code in the list and you will be taken to the staff list for that location.

If you search by SSN or Name, you will go to that staff member's file.

If you click on Add Staff tab, you will go to the Add Staff screen. You can enter a complete or partial SSN or last and/or first name for searching. The Add staff tab will not be displayed if your assigned role in PCS is not allowed to add new staff members.

For Example:

DistrictsLocationsAdd Staff

District: 0201 / AIKEN 01District: /

Search for LocationBy: Location Name Search

Search for Staff By:

843

Code	Name
<a href="#">000</a>	ADMINISTRATION
<a href="#">995</a>	AIKEN CO CAREER CTR
<a href="#">016</a>	AIKEN ELEM
<a href="#">002</a>	AIKEN HIGH
<a href="#">057</a>	AIKEN MIDDLE
<a href="#">603</a>	AIKEN PERFORMING ARTS CHARTER
<a href="#">019</a>	BELVEDERE ELEM
<a href="#">025</a>	BUSBEE CORBETT ELEM/MID
<a href="#">021</a>	BYRD ELEM
<a href="#">056</a>	CHUKKER CREEK ELEM

<< PreviousTopBottomNext >>

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If you click on search by SSN, then put in a partial SSN number, click search, you will go to a list of staff members with a SSN that begins with 843.

Locations

Staff List

Add Staff

District: 0201 / AIKEN 01

Search for Staff By:

SSN

843

Search

#	Staff Name		Loc	Salary	Fed Funds	Cls	Grd	Tot Exp	Days Emp	First 135	Pos Cd 1	FTE 1	Term Date
1	<a href="#">FANNING, MARYANN</a>		009	36,998	0	1		28	230	135	01	1.0	
1	<a href="#">FARMER, AMY</a>		018	29,204	0	7		21	175	135	11	1.0	
1	<a href="#">FARR, CARROLL</a>		008	39,021	0	2		26	190	135	06	1.0	
1	<a href="#">FELDER, SHANNON</a>		001	39,097	0	1		18	190	135	08	1.0	
1	<a href="#">FELDER, KRYSTAL</a>		018	24,033	14,033			0	167	135	93	1.0	
1	<a href="#">FERRELL, LARRY</a>		001	59,696	0	3		17	210	135	08	1.0	
1	<a href="#">FISHER, MAXIE</a>		001	15,331	0	3		1	180	135	08	1.0	
1	<a href="#">FIRETAG, RONALD</a>		001	22,932	0	7		14	190	135	08	1.0	
1	<a href="#">FLEISS, HEIDI</a>		004	55,000	0	1		17	190	135	08	1.0	
1	<a href="#">FLEENOR, DONNA</a>		018	488	0			0	12	12	19	1.0	

<< Previous


Top

Bottom


Next >>



# Staff List



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

Home
Staff
Staff
Reports
Technology
Technology
Technology
Technology
Admin
Support

Next staff members listed. Please select an individual or search.

**Locations**
**Staff List**
**Add Staff**

District: 0201 / AIKEN 01
Location: 016 / AIKEN EL

Search for Staff By: Name ▼

Search

#	Staff Name		Loc	Salary	Fed Funds	Cls	Grd	Tot Exp	Days Emp	First 135	Pos Cd 1	FTE 1	Term Date
1	<a href="#">Abbott, Sheryl</a>		016	31,000	0			0	190	135	06	1.0	
1	<a href="#">Abel, Inez</a>		016	33,000	0			0	180	135	07	1.0	
1	<a href="#">Abernathy, Lisa</a>		016	29,000	0	3		3	180	135	04	1.0	
1	<a href="#">Abrams, Lynn</a>		016	28,100	0			0	180	135	08	1.0	
1	<a href="#">Adams, Susan</a>		016	44,222	0			0	180	135	98	0.3	
1	<a href="#">Allen, John</a>		016	33,500	0			0	90	90	08	0.5	
1	<a href="#">Alley, Candace</a>		016	55,000	0			0	180	135	01	1.0	
1	<a href="#">Ammet, Amanda</a>		016	40,000	0			0	90	0	08	1.0	
1	<a href="#">Annon, Andy</a>		016	34,000	0			0	180	135	08	0.5	
1	<a href="#">Autman, Sue</a>		016	52,600	0			0	190	135	08	0.5	

This screen shows you frequently used information on your staff members.

If you clicked on a location, in the location list, you will go to a list of staff for that location. You can scroll down the list to search for a staff member or choose SSN or name in the drop down box to search. You also have Top, Bottom, Next, and Previous buttons on the bottom to help with your search. When you click on a staff member, you will be taken to the detail screen for that staff member. If searching by name, you may enter a complete or partial last and/or first name.

The first column with the # heading shows how many records a person has.

The default order of staff in the list is last name, first name in alpha order (unless you did a search by SSN.)

If you performed a staff search by name or SSN, click the Search button with no search criteria to reset the list. On the staff list, when you click Next, the last name on the list becomes the first name on the next list. When you click Previous, the first name on the list becomes the last name on the next list.

Click the Locations tab to return to a list of locations in your district.

Click the Staff List tab to return to the list in the selected location.

## Staff Detail

The screenshot displays the PCS Office of Finance Professional Certified Staff System interface. At the top, there is a navigation bar with buttons for Home, Staff, Reports, Technology, Admin, and Support. Below this, a header section identifies the system as the Office of Finance Professional Certified Staff System and the South Carolina State Department of Education. The main content area is divided into tabs: Locations, Staff List, Detail (selected), Funding, Certification, Salary, and Add Staff. The Detail tab shows information for Lisa Abernathy, including her location (AIKEN EL), district (AIKEN 01), and staff number (1 of 1). A yellow highlight is placed over the 'Staff Information Selected' text. The page is divided into two main sections by a horizontal line. The top section contains personal and employment details: Name (Abernathy, Lisa), Location (AIKEN EL), District (AIKEN 01), Staff 1 of 1, SSN (input field), Certificate (003000), Program Code, NBC, Renewal Ind, Last OTQ Update, and Last District Update. The bottom section, titled 'STAFF - DETAIL', contains salary information (Salary: 29,000, Federal Funds: 0, Curr Yr Local Suppl: 0, Prior Yr Local Suppl: 0), days employed (180), first 135 (135), sex (F), race (Black (not Hispanic)), technology prof date, tech prof expire date, termination date, and various codes (Pos Cd 1: 04 Prekindergarten (Child Development), Pos Cd 2, Pos Cd 3, Pos Cd 4, FTE: 1.0, EIA Cd, Fed Cd, School Program, District Experience: 0). At the bottom, there are buttons for navigation: << Previous, Change Status, Update, Delete, Terminate, and Next >>. A source note at the bottom indicates the information is from the Office of Educator Quality.

The Staff Detail page is displayed when you click on a staff name from a list of staff members. On the Staff Detail page you will find most of the information on a staff member that may be entered and updated by district users. You may get to the Funding, Certification, and Salary tabs from here.

Please note: Once you are in a staff record, the information in the top part of the gray box, below the tabs and above the line, remains the same for all screens. You will find School, District, SSN, Certificate #, Issued Program, NBC date, Renewal Indicator, Last Cert. Update, and Last District Update. You may not see the Salary tab, Add Staff tab or the Change Status, Update, Delete, and Terminate buttons depending on your PCS User Profile.

If Lisa Abernathy had two records it would be indicated by STAFF 1 of 2. The Next button will take you to the next record. The Previous button will take you to the previous record. The Notes button will only be displayed if there are notes for the staff member.

You may navigate to many pages from the Detail tab.

This screen is view only; no changes may be made here.

**\*Indicator that information comes from the SCDE Division of Educator Effectiveness. This information can only be changed by that office.**

## Staff Detail Buttons

**PCS Office of Finance Professional Certified Staff System**

Home Staff Staff Reports Technology Technology Technology Technology Admin Support

Staff Information Selected

**Locations** **Staff List** **Detail** **Funding** **Certification** **Salary** **Add Staff**

Name: Abernathy, Lisa  
Location: AIKEN EL  
District: AIKEN 01  
Staff 1 of 1

SSN:   
Certificate: 003000  
Program Code:

NBC:  
Renewal Ind:  
Last OTQ Update:  
Last District Update:

**STAFF - DETAIL**

Salary: 29,000 Days Employed: 180  
Federal Funds: 0 First 135: 135  
Curr Yr Local Suppl: 0  
Prior Yr Local Suppl: 0

Sex: F  
Race: Black (not Hispanic)

Technology Prof Date:  
Tech Prof Expire Date:  
Termination Date:

Pos Cd 1: 04 Prekindergarten (Child Development)  
Pos Cd 2:  
Pos Cd 3:  
Pos Cd 4:

FTE: 1.0  
FTE: 0.0  
FTE: 0.0  
FTE: 0.0

EIA Cd:  
Fed Cd:  
School Program:  
District Experience: 0

Source: Office of Educator Quality

<< Previous Change Status Update Delete Terminate Next >>

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From the Staff Detail page you may have the following buttons at the bottom of the page, (depending on your user profile.)

**Change Status:** Click this button to make any [changes](#) in position during the year (position code, FTE, etc.) If the staff member has only one record, you will be prompted with the following message, “Does the staff member have a change in position, FTE, and/or location?” You will have a choice of a yes or no button. If you click yes, the change status page will be displayed, if you click no, you will remain on the Staff Detail page. If the staff member already has more than one record, you will not get this message.

If you are adding an additional record, you will complete records 2-10 to indicate a change in position, FTE, location. Individuals cannot have more than 10 records.

**Update:** Click this button if you have a change in school, salary, days, and 135 days. You will have different fields for certified and non-certified staff.


**Delete:** Use delete only if a staff member is NOT working at all in your district during the current year. This will remove the person completely from your district and PCS for the current school year.

**Terminate:** Use this screen when a staff member leaves your district during the school year. You will need to change days employed, salary and possibly 135 days when the employee leaves before the end of the year. If this is a funded position, you will receive funding for the number of days that the staff member worked.


**Notes:** Click on the notes button if you need to make some kind of notes on the staff member.

**\*Indicator that information comes from the SCDE Division of Educator Effectiveness. This information can only be changed by that office.**

## Staff Funding



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

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[Staff Information Selected](#)

**Locations**
**Staff List**
**Detail**
**Funding**
**Certification**
**Salary**
**Add Staff**

• Name: Abernathy, Lisa

Location: AIKEN EL

District: AIKEN 01

Staff 1 of 1

SSN:

• Certificate: 003000

• Program: 1 Professional Certif...

• NBC:

• Renewal Ind:

Last OTQ Updt:

Last District Updt:

**STAFF - FUNDING**

		Issued	Expires	Issued Class	Issued Grade	Experience		Days Employed	First 135	Salary	Fed Funds	Last Year's Min Salary
		Current				Total	District					Hi: 27,601 Lo: 0
04	Prekindergarten (Child Development)	09/21/2006	2013	3		3	0	180	135	29,000	0	

Position	FTE	Funding Eligibility Curr	TSS Curr	190 Curr	135 Curr	Funding Eligibility Prev	TSS Prev	190 Prev	135 Prev
04 Prekindergarten (Child Development)	1.0	100%	1144	0	0	0%	0	0	0
	0.0	0%	0	0	0	0%	0	0	0
	0.0	0%	0	0	0	0%	0	0	0
	0.0	0%	0	0	0	0%	0	0	0

• Source: Office of Educator Quality

<< Previous
Next >>

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The funding page displays the teacher salary supplement and all information used in the funding calculation. It is a view only screen. You can use the next and previous tabs to move to the next and previous staff member.

For staff members added or staff members with changes made to fields used in funding calculation, the TSS will be recalculated on Tuesday or Friday nights, which are update days for PCS.

The previous credential information and the day of credential change will only be displayed if the staff member had a credential change during the school year.

Formulas for Funding:

**Salary Supplement for Certified Personnel:**

The calculation of the salary supplement for certified personnel paid from the minimum salary schedule in position codes 03, 04, 05, 06, 07, 08, 09, 10, 11, 17 and 85 is as follows:

$$\text{Funding count} = \frac{135 \text{ day} \times \text{FTE} \times [\text{Federal Funds}]}{135} \times \frac{[\text{Annual Salary}]}{[\text{Annual Salary}]}$$

The result of the calculation above is multiplied by the current EIA factor, which is denoted on the current State Minimum Salary Schedule, and the prior year's minimum base salary for the current year's certification and experience.

Note: For personnel who fail to meet one of the four criteria included in Section 59-20-50(b), Code of Laws, 1976 as amended, the result of step 1 is multiplied by 0.1027 using the FY 1984 minimum base salary instead of the prior year's minimum base salary.

**Salary Supplement for Non Certified Personnel:**


Salary supplement for non-certified personnel in position codes 18, 36, 37, 38, 39, and 40 is calculated as follows:

$$\frac{[\text{Annual Salary} - \text{Federal Funds}] \times \text{Current EIA Factor}}{1 + \text{Current EIA Factor}}$$


**\*Indicator that information comes from the SCDE Division of Educator Effectiveness. This information can only be changed by that office.**



## Staff Certification



**Office of Finance**  
**Professional Certified Staff System**



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[Staff Information Selected](#)

Locations
Staff List
Detail
Funding
Certification
Salary
Add Staff

• Name: Abernathy, Lisa

Location: AIKEN EL

District: AIKEN 01

Staff 1 of 1

SSN:

• Certificate: 003000

• Program: 1 Professional Certif...

• NBC:

• Renewal Ind:

Last OTQ Updt:

Last District Updt:

**STAFF - CERTIFICATION**

	• Issued	• Expires	• Issued Class	• Issued Grade	• Experience		• Out of Field Subject
					Total	District	
Current	09/21/2006	2013	3		3	0	
Previous	07/01/2003	2006	3				

-- • EDUCATION --

Approved Type/Coll: Undergraduate Columbia International  
Univ

Bachelor Year: 99 Columbia International University

Master Year:

Doctorate Year:

-- • CERTIFICATION AREAS --

1	85 Early Childhood	9
2		10
3		11
4		12
5		13
6		14
7		15
8		

• Source: Office of Educator Quality

<< Previous
Next >>

The certification page displays various certification information for the staff member. This is a view only screen. You may go to the previous or next staff member from this screen.

You may go to the Locations, Staff List, Detail, Funding, Salary, and Add Staff tabs from this screen.

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## Staff Salary

**PCS Office of Finance Professional Certified Staff System**

Home Staff Staff Reports Technology Technology Technology Technology Admin Support

Make changes and click Submit

**Locations Staff List Detail Funding Certification Salary Add Staff**

• Name: Abernathy, Lisa  
Location: AIKEN EL  
District: AIKEN 01  
Staff 1 of 1

SSN:   
• Certificate: 003000  
• Program Code: 1 Professional Certif...  
• NBC:  
• Renewal Ind:  
Last OTQ Updt:  
Last District Update:

**STAFF - SALARY**

Salary:   
Federal Funds:   
Curr Year Local Suppl:   
Prior Year Local Suppl: 0

• Source: Office of Educator Quality

<< Previous Submit Cancel Next >>

This screen was created as a quick way to change salaries for your staff. You may enter salary, federal funds and local teacher salary supplement. After entering the information you click Submit and the information is recorded. You may then click next to go to the next staff member. If the update is successful, the next staff member from the list is automatically displayed.

If the staff member's record is not available for update, you will not be able to change the salary information. The message line will inform you if this is the case.

If a staff member has more than one record, you will not be able to change the salary information. The message line will inform you if this is the case. Use the change status screen to make your changes. Click cancel to clear the screen.

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## Add Staff

Home Staff Reports Technology Admin Support

Enter SSN and/or Cert Number or Enter Data

Locations
Staff List
Detail
Funding
Certification
Salary
Add Staff

Title: ▼ First:  Middle:  Last:  Suffix: ▼

Location: ▼

District: HAMPTON 01

SSN:

Certificate:  Search Certification

Salary:  Days Employed:

Federal Funds:  First 135:

Current Year Local TSS:

Sex: ▼ Technology Prof Date:

Race: ▼

Pos 1: ▼

Pos 2: ▼

Pos 3: ▼

Pos 4: ▼

Notes:

FTE:  School Program: ▼

FTE:  District Experience:

FTE:

FTE:

EIA Cd: ▼

Fed Cd: ▼

Red denotes required field.

Submit
Reset

**NOTE: ALL FIELDS IN RED MUST BE COMPLETED.**

This is the screen that is used to add a staff member.

You may enter a social security number and click on the Search Certification button. If there is a match found, the system will populate the name, first and last, and the certificate number on this screen, all fields on the Certification screen and certificate information on the Detail screen. If there is no match found, you will be required to fill in the required information, with 000000 as the certificate number. You may click on the drop down box in the location field and click on the appropriate school. Information that comes from the Division of Educator Effectiveness cannot be changed.

Complete the required information. You may click on the drop down box in the position code field and pick the appropriate position code.


If you need to clear the fields that you have entered, click Reset and all fields will be empty.

NOTE: If the staff member has 2 certificates (a professional and a vocational) and you didn't enter one (entered just SSN), the system will prompt the user to enter the appropriate certificate number.


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## Change Status





**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

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Staff Information Selected

Locations	Staff List	Detail	Funding	Certification	Salary	Add Staff
• Name: Abernathy, Lisa Location: AIKEN EL District: AIKEN 01 Staff 1 of 1		SSN: <input type="text"/> • Certificate: 003000 • Program Code: 1 Professional Certif...		• NBC: • Renewal Ind: Last OTQ Update: Last District Update:		
STAFF - DETAIL						
Salary: 29,000 Federal Funds: 0 Curr Yr Local Suppl: 0 Prior Yr Local Suppl: 0		Days Employed: 180 First 135: 135		• Sex: F • Race: Black (not Hispanic) Technology Prof Date: Tech Prof Expire Date: Termination Date:		
Pos Cd 1: 04 Prekindergarten (Child Development) Pos Cd 2: Pos Cd 3: Pos Cd 4:		FTE: 1.0 FTE: 0.0 FTE: 0.0 FTE: 0.0		EIA Cd: Fed Cd: School Program: District Experience: 0		
• Source: Office of Educator Quality						
<span style="background-color: #e6f2ff; padding: 2px 10px;">&lt;&lt; Previous</span>		<span style="background-color: #e6f2ff; padding: 2px 10px;">Change Status</span>		<span style="background-color: #e6f2ff; padding: 2px 10px;">Update</span>		<span style="background-color: #e6f2ff; padding: 2px 10px;">Delete</span> <span style="background-color: #e6f2ff; padding: 2px 10px;">Terminate</span>
<span style="background-color: #e6f2ff; padding: 2px 10px;">Next &gt;&gt;</span>						

### Notes

- The Change Status feature should be used when a staff member has a change in position or in FTE during the school year.
- The Change Status feature should not be used at this time for a staff member who works in multiple locations.
- If the staff member works in more than 2 positions simultaneously, the Change Status feature cannot be used for that staff member.

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If staff member has changed positions or FTE, please make changes and click Submit

Locations	Staff List	Detail	Funding	Certification	Salary	Add Staff
Name: Abernathy, Lisa District: AIKEN 01 * This page may not be used for staff that work in multiple locations.		SSN: <input type="text"/> Certificate: 003000 Program Code: 1 Professional Certif...		NBC: <input type="text"/> Renewal: <input type="text"/> Last OTQ Update: <input type="text"/> Last District Update: <input type="text"/> Termination Date: <input type="text"/>		
<div style="display: flex; justify-content: space-around;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>						
CHANGE STATUS						
1		Pos/FTE 1: 04 Prekindergarten (Child Development)	1.0	Salary: 29000	Days Employed: 180	
		Pos/FTE 2: <input type="text"/>	0.0	Fed Funds: 0	First 135: 135	
		School Program: <input type="text"/> Location: AIKEN EL 016 <input type="button" value="Delete"/>				
		EIA Code: <input type="text"/> Fed Code: <input type="text"/>				
2		Pos/FTE 1: <input type="text"/>	0.0	Salary: 0	Days Employed: 0	
		Pos/FTE 2: <input type="text"/>	0.0	Fed Funds: 0	First 135: 0	
		School Program: <input type="text"/> Location: <input type="text"/> <input type="button" value="Delete"/>				
		EIA Code: <input type="text"/> Fed Code: <input type="text"/>				
3		Pos/FTE 1: <input type="text"/>	0.0	Salary: 0	Days Employed: 0	
		Pos/FTE 2: <input type="text"/>	0.0	Fed Funds: 0	First 135: 0	
		School Program: <input type="text"/> Location: <input type="text"/> <input type="button" value="Delete"/>				
		EIA Code: <input type="text"/> Fed Code: <input type="text"/>				

### Notes

- Once this page is displayed, the staff record is locked (for up to 15 minutes) while the user is entering information on this page.
- Use the Cancel button to abort any changes made on this page. Clicking a tab or a main navigation button to leave this page will leave the record locked for 15 minutes preventing other users in your district from updating this record.
- A termination date may be entered or additional entries may be made for staff members who have had a change in position or in FTE during the school year.
- If necessary, multiple entries may be added, changed, or deleted at the same time.
- To delete an entry, click the "Delete" checkbox and click Submit. Multiple entries must exist for the staff member in order to do a deletion.
- Marking all entries for delete is only allowed for the user with the role PCS Coordinator. A confirmation is requested for the delete where the user must click Submit a second time to confirm deleting all entries. Deleting all entries removes the staff member from PCS for the current school year.
- Position code 1, FTE 1, salary, days employed, and location are required on a new entry.
- The same positions and FTEs may not be entered on two consecutive entries.
- The sum of FTE 1 and FTE 2 on an entry cannot be > 1.0.
- Total salary across all entries cannot be > 225,000.
- Total federal funds across all entries must be <= 99,999 and cannot be > total salary across all entries.
- Total Days Employed across all entries cannot be > 260.
- Total First 135 days across all entries cannot be > 135.

Screen shot of Update page for a staff member (Staff 1 of 2) with multiple entries.

Home Staff Staff Reports Technology Technology Technology Technology Admin Support

Make Changes and Click Submit

Locations	Staff List	Detail	Funding	Certification	Salary	Add Staff
<b>Title:</b> Ms. <b>First:</b> Hillary <b>Middle:</b> <input type="text"/> <b>Last:</b> Yellow <b>Suffix:</b> <input type="text"/>		<b>SSN:</b> <input type="text"/>		<b>• NBC:</b>		
<b>Location:</b> MCCROREY-LISTON EL <b>District:</b> FAIRFIELD 01		<b>• Certificate:</b> 000000 <b>• Program Code:</b>		<b>• Renewal Ind:</b> <b>Last OTQ Upd:</b> <b>Last District Upd:</b> 04/01/2004		
STAFF - UPDATE						
<b>Salary:</b> 15500 <b>Days Employed:</b> 60		<b>Sex:</b> Female <b>Technology Prof Date:</b> 05/25/2002				
<b>Federal Funds:</b> 10000 <b>First 135:</b> 60		<b>Race:</b> White (not Hispanic)				
<b>Curr Year Local Suppl:</b> 0						
<b>Prior Year Local Suppl:</b> 0						
<b>Pos 1:</b> 02 Assistant Principal, Co-Principal		<b>FTE:</b> 1.0		<b>School Program:</b>		
<b>Pos 2:</b>		<b>FTE:</b> 0.0		<b>District Experience:</b> 22		
<b>Pos 3:</b>		<b>FTE:</b> 0.0		<b>Termination Date:</b>		
<b>Pos 4:</b>		<b>FTE:</b> 0.0				
<b>Notes:</b> <input style="width: 150px; height: 40px;" type="text"/>		<b>EIA Cd:</b> <b>Fed Cd:</b>				
<p><b>Red</b> denotes required field. <b>• Source: Office of Teacher Quality</b></p> <p style="font-size: small;"> <a href="#">Legal Info 00001-2004</a> South Carolina State Department of Education.                         All other trademarks are the property of their respective ho                     </p>						
<input type="button" value="Submit"/>					<input type="button" value="Cancel"/>	

Click cancel to clear the screen.

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# Update Staff

Home Staff Reports Technology Admin Support

Make changes and click Submit

Locations Staff List Detail Funding Certification Salary Add Staff

Name: Abernathy, Lisa  
 Location: AIKEN EL 016  
 District: AIKEN 01  
 Staff 1 of 1

SSN:   
 Certificate: 003000  
 Program Code: 1 Professional Certif...  
 NBC:   
 Renewal Ind:   
 Last OTQ Update:   
 Last District Update: 11/21/2007

STAFF - UPDATE

Salary: 29000 Days Employed: 180 Sex: F Technology Prof Date:   
 Federal Funds: 0 First 135: 135 Race: Black (not Hispanic)  
 Curr Year Local Suppl: 0  
 Prior Year Local Suppl: 0

Pos 1: 04 Prekindergarten (Child Development) FTE: 1.0 School Program:   
 Pos 2:  FTE: 0.0 District Experience: 0  
 Pos 3:  FTE: 0.0 Termination Date:   
 Pos 4:  FTE: 0.0

Notes:   
 EIA Cd:   
 Fed Cd:

Red denotes required field. Submit Cancel

Source: Office of Educator Quality  
 SDE-17-0006

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Use this screen to change employment information, district experience, local TSS, make notes, technology proficiency date. All fields in **RED** are required. For non-certified staff, you may enter gender and race. Gender and race for certified staff is obtained from the certification system.

The technology proficiency date must be within the last 5 years.

Gender may not be updated for certified staff if the sex code was a blank on the certification file.

Race may not be updated for certified staff if the race code was a blank or a u (unknown) on the certification file.


FTE – one decimal place: 0.1 – 1.0; total FTE for any staff person cannot be greater than 1.0

This is the page that you will enter any notes that you want to make on a staff member.


Click the cancel button to abort any changes you have made and do not wish to submit. The Detail page for this staff member will be displayed at that time.

**\*Indicator that information comes from the SCDE Division of Educator Effectiveness. This information can only be changed by that office.**

## Delete Staff



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
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Please click **Submit** to delete this staff member

Locations	Staff List	Detail	Funding	Certification	Salary	Add Staff
• Name: Abernathy, Lisa Location: AIKEN EL District: AIKEN 01 Staff 1 of 1		<div style="display: flex; justify-content: space-between;"> <div>                         SSN: <input type="text"/>                          • Certificate: 003000                          • Program Code: 1 Professional Certif...                     </div> <div>                         • NBC:                          • Renewal Ind:                          Last OTQ Updt:                          Last District Updt: 11/21/2007                     </div> </div>				

STAFF - DELETE

Delete only staff members who have not worked in your district during the **current** school year.

Deleting a staff member permanently removes them from the database within your district for the **current** school year.

Districts will not receive funding for deleted staff members.

• Source: Office of Educator Quality

Submit
Cancel

NOTE: You cannot get to this page for a staff member with multiple records. The Change Status screen must be used to delete staff with multiple records.

You would use this screen to delete a person if they have not worked at all in your district during the current school year. Deletion will remove them from PCS and there will be no funding. Once a person is deleted, you cannot get the information back. If you discover that you deleted in error, you will have to add the person in order to have them in PCS. Once you click submit, you will receive a prompt that says “are you sure you want to delete this person” and you will have to click submit again to complete the deletion of the staff member.

Click the cancel button to abort the delete and return to the Staff Detail page.

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## Terminate Staff

**Home** **Staff** **Reports** **Technology** **Admin** **Support**

Button says Home

**Make changes and click Submit**

**Locations** **Staff List** **Detail** **Funding** **Certification** **Salary** **Add Staff**

• Name: Abernathy, Lisa  
Location: AIKEN EL  
District: AIKEN 01  
Staff 1 of 1

SSN:   
• Certificate: 003000  
• Program Code: 1 Professional Certif...

• NBC:  
• Renewal Ind:  
Last OTQ Updt:  
Last District Updt: 11/21/2007

**STAFF - TERMINATE**

Staff who worked in your district in the current school year and are no longer employed by your district may be terminated.

Terminating a staff member does not delete the staff member from PCS. Funding will be considered for the number of days the staff member was employed. During the Beginning of Year process, terminated staff will be deleted from PCS for the next school year.

To terminate this staff member, please enter a termination date, and if necessary, adjust the days employed and salary information.

Termination Date:

Days Employed:

First 135 Days:

Salary:

Federal Funds:

Curr Year Local Suppl:

Prior Year Local Suppl:

• Source: Office of Educator Quality

**Submit** **Cancel**

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NOTE: You cannot get to this screen if a staff member has multiple records. The Change Status screen must be used to terminate staff with multiple records.

This screen provides a way to terminate staff in your district without wading through all the fields on the Staff Update screen.


If an employee works during the current school year and leaves, you would enter termination information on this screen. You would need to adjust the salary, days employed and 1<sup>st</sup> 135 days if the employee leaves within the first 135 days of school. Once you submit the changes (if it is a funded position), the TSS will be re-calculated the following Tuesday or Friday night, whichever comes first. Termination does not remove the person from your file until the beginning of the next year.

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## Staff Notes



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

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Staff information has been selected.

Locations
Staff List
Detail
Funding
Certification
Salary
Add Staff

Title: Ms. **First:** Lisa Middle: Last: Abernathy Suffix:

**Location:** AIKEN ELEM 016 **SSN:**

District: AIKEN 01 Certificate: [Search Certification](#)

**Salary:** 0 **Days Employed:** 0 **Sex:** **Technology Prof Date:**

**Federal Funds:** 0 **First 135:** 0 **Race:**

**Curr Yr Local Suppl:** 0

**Pos 1:** **FTE:** 0.0 **School Program:**

**Pos 2:** **FTE:** 0.0 **District Experience:** 0

**Pos 3:** **FTE:** 0.0

**Pos 4:** **FTE:** 0.0

**Notes:** Five days of furlough to be taken in 2011-12. Two days in November and three days in March.

**EIA Cd:** **Fed Cd:**

**Red** denotes required field.

Submit
Reset

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Notes: If you have made notes on someone you may click on this button to view them. If there are no notes for the staff member, the notes button will not be displayed.

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# Reports

My Documents <span>Add Content</span>						
Documents My Jobs Channels						
SDE > <a href="#">sdeHome</a> > PCS > Prior Year(2013-2014)						
Filter: On   Off				View: Details		
Name	Type	Version #	Version Name	Size	Modified	Pages
Charleston - Staff Certification Subject Areas	Actuate Report Document	1		6.99 MB	6/30/2014 4:01 PM	227
Colleton - Staff Certification Subject Areas	Actuate Report Document	1		693 KB	6/30/2014 4:00 PM	22
Cope Area Career Center - Staff Certification Subject Areas	Actuate Report Document	1		37.2 KB	6/30/2014 4:00 PM	2
Expiring and Expired Certificates (Funding)	Actuate Report Document	1		8.99 MB	5/16/2014 12:18 PM	671
Expiring and Expired Certificates Districts 0601 -0901	Actuate Report Document	1		1.40 MB	6/30/2014 3:45 PM	107
Expiring and Expired Certificates Districts 1001 - 2200	Actuate Report Document	1		1.95 MB	6/30/2014 3:45 PM	147
Expiring and Expired Certificates Districts 2301 - 3101	Actuate Report Document	1		1.87 MB	6/30/2014 3:45 PM	138
Expiring and Expired Certificates Districts 3201 - 4101	Actuate Report Document	1		2.07 MB	6/30/2014 3:45 PM	153
Expiring and Expired Certificates Districts 4201 - 4701	Actuate Report Document	1		1.45 MB	6/30/2014 3:45 PM	110
Expiring and Expired Certificates Districts Greater then 4800	Actuate Report Document	1		69.3 KB	6/30/2014 3:45 PM	5
Expiring and Expired Certificates	Actuate Report Document	1		8.95 MB	6/30/2014 3:45 PM	670
Fairfield - Staff Certification Subject Areas	Actuate Report Document	1		576 KB	6/30/2014 4:00 PM	19
Greenville - Staff Certification Subject Areas	Actuate Report Document	1		8.62 MB	6/30/2014 4:01 PM	281
Hampton 1 - Staff Certification Subject Areas	Actuate Report Document	1		374 KB	6/30/2014 4:00 PM	13
Hampton 2 - Staff Certification Subject Areas	Actuate Report Document	1		124 KB	6/30/2014 4:00 PM	5
Horry - Staff Certification Subject Areas	Actuate Report Document	1		5.13 MB	6/30/2014 4:00 PM	168
Lexington 1 - Staff Certification Subject Areas	Actuate Report Document	1		3.20 MB	6/30/2014 4:00 PM	104
Lexington 2 - Staff Certification Subject Areas	Actuate Report Document	1		1.14 MB	6/30/2014 4:00 PM	37
Lexington 3 - Staff Certification Subject Areas	Actuate Report Document	1		305 KB	6/30/2014 4:00 PM	10
Marion 10 - Staff Certification Subject Areas	Actuate Report Document	1		751 KB	6/30/2014 4:01 PM	25
Marion 2 - Staff Certification Subject Areas	Actuate Report Document	1		9.09 KB	6/30/2014 4:00 PM	1
Oranegburg 80 - Cope Career Ctr - Staff Certification Subject Areas	Actuate Report Document	1		9.11 KB	6/30/2014 4:00 PM	1





## **Technology (for Technology Proficiency)**

From the home page of PCS, click the Technology button to enter the area of PCS. The purpose of the Technology Proficiency area of PCS is to allow personnel in a district's technology office to enter and maintain technology proficiency dates for staff in positions that require technology proficiency.

- 01 - Principal
- 02 - Assistant Principal, Co-principal
- 03 - Special Education (Itinerant)
- 04 - Child Development Preschool K-4
- 05 - Kindergarten
- 06 - Special Education (Self-Contained)
- 07 - Special Education (Resource)
- 08 - Classroom Teacher
- 09 - Retired Teachers
- 10 - Librarian/Media Specialist
- 11 - Guidance Counselor
- 12 - Other Professional Instruction-Oriented
- 17 - Speech Therapist
- 44 - Teacher Specialist
- 45 - Principal Specialist
- 46 - Purchased Service (full time only)
- 97 - Instructional Coach
- 98 - Adult Education Teacher

# Technology Locations

**Office of Finance**  
**Professional Certified Staff System**

**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

HomeStaffStaffReportsTechnologyTechnologyTechnologyTechnologyAdminSupport

Please make a selection...

**Districts**

Search for District By: District Code  Search

Search for Staff By:

Code	Name
<a href="#">0160</a>	ABBEVILLE 60
<a href="#">0201</a>	AIKEN 01
<a href="#">0301</a>	ALLENDALE 01
<a href="#">0401</a>	ANDERSON 01
<a href="#">0402</a>	ANDERSON 02
<a href="#">0403</a>	ANDERSON 03
<a href="#">0404</a>	ANDERSON 04
<a href="#">0405</a>	ANDERSON 05
<a href="#">0470</a>	ANDERSON ALTERNATIVE SCHOOL
<a href="#">0480</a>	ANDERSON 80


<< PreviousTopBottomNext >>

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When the technology navigation button is clicked, the locations in your district will be listed. You may search for staff members by name or social security number. You can enter a complete or partial SSN or last and or first name for searching. To search for someone by a complete or partial last name and first name, enter the search text for last name followed by a comma followed by the search text for first name. For example, enter CAR, B in the search box to get a list of staff whose last name begins with CAR and first name begins with B. If you do not enter any search text and you click the Search button, the staff list will be displayed containing all staff.

You may also click on a location code in the list and you will be taken to the staff list for just that location.

## Technology Staff List



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

Home
Staff
Staff
Reports
Technology
Technology
Technology
Technology
Admin
Support

Top of list. Please select an individual or search

Locations
**Staff List**

District: 0201 / AIKEN 01
 Location: 016 / AIKEN EL

Search for Staff By: Name

Search

☒ Staff in Positions Requiring Technology Proficiency
 ☐ Staff in All Positions

#	Name	Certificate #	TechProf Date	TechProf Expiration Date	Pos Seq #	Pos Cde	FTE	Cert Issue Date	Cert Expire Year	Prev Issue Dt
1	<a href="#">Abbott, Sheryl</a>	001000	06/15/2003	06/15/2008	1	06	1.0	11/21/2006	2012	
1	<a href="#">Abel, Inez</a>	002000			1	07	1.0	10/22/2006	2012	
1	<a href="#">Abermathy, Lisa</a>	003000			1	04	1.0	09/21/2006	2013	
1	<a href="#">Abrams, Lynn</a>	004000			1	08	1.0	08/21/2006	2012	
1	<a href="#">Adams, Susan</a>	000000			1	98	0.3			
1	<a href="#">Adams, Susan</a>	000000			2	08	0.5			
1	<a href="#">Allen, John</a>	224555	01/01/2006	01/01/2011	1	08	0.5	07/01/2005	2010	
1	<a href="#">Ammet, Amanda</a>	125473			1	08	1.0	07/01/2004	2009	
1	<a href="#">Annon, Andy</a>	209100	04/04/2004	04/04/2009	1	08	0.5	12/31/2006	2009	
1	<a href="#">Annon, Andy</a>	209100	04/04/2004	04/04/2009	2	10	0.5	12/31/2006	2009	

Bottom
Next >>

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This screen shows you frequently used information on your staff members including their technology proficiency date and expiration date.

If you clicked on a location, in the location list, you will go to a list of staff for that location. You can scroll through the list to search for a staff member or choose SSN or name in the drop down box to search. You also have Top, Bottom, Next, and Previous buttons on the bottom to help with your search. The Top and Previous buttons are not displayed on the first page and the Bottom and Next buttons are not displayed on the last page.

This list defaults to only staff in positions requiring technology proficiency. To change the list to be all staff (taking into consideration how you did the search) regardless of position, click the button “Staff in All Positions”.

The first column with the # heading shows how many records a person has. If a staff member has two records, it may be because he/she changed positions in the middle of the school year. **Even though a staff member may have multiple records or multiple positions, there is only one technology proficiency date for that staff member.**

The last column labeled New Cert will display a Y if the staff member’s certificate does not have prior issue and expiration dates.

If you performed a staff search by name or SSN, click the Search button with no search criteria to reset the list. On the staff list, when you click Next, the last name on the list becomes the first name on the

next page displayed. When you click Previous, the first name on the list becomes the last name on the next page displayed.

Click the Locations tab to return to a list of locations in your district.

When you click on a staff member's name, you will be taken to the detail page for that staff member. However, if another user is currently updating that staff member, you will stay on the staff list and the message displayed will indicate that the staff member is unavailable for update. You will have to try again later when the other user is no longer updating the staff member.

## Technology Detail

The screenshot shows the 'Technology Detail' page for a staff member named John Allen. The page is part of the PCS Office of Finance Professional Certified Staff System, which is linked to the South Carolina State Department of Education. The interface includes a navigation bar with links for Home, Staff, Reports, Technology (selected), Admin, and Support. A yellow banner prompts the user to 'Enter or change the technology proficiency date and click Submit'.

Under the 'Detail' tab, the following information is displayed:

- Locations:** Name: Allen, John; Location: AIKEN EL; District: AIKEN 01; Staff 1 of 1.
- SSN:** [Input field]
- Certificate:** 224555
- Program Code:** [Input field]
- NBC:** [Input field]
- Renewal:** [Input field]
- Last OTQ Update:** [Input field]
- Last District Update:** 11/21/2007

Pos	Position	FTE	Cert Issued	Cert Expired
Pos 1:	08 Classroom Teacher	0.5	07/01/2005	2010
Pos 2:	29 Other Personnel Positions	0.5		
Pos 3:		0.0		
Pos 4:		0.0		

Termination Dt: [Input field]

Technology Prof Dt: 01/01/2006

Technology Prof Expiration Dt: 01/01/2011

Please note that districts with staff in positions requiring technology proficiency who do not have a technology proficiency date may jeopardize technology funding.

Source: Office of Educator Quality

Navigation buttons: << Previous, Submit, Cancel, Next >>

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The Technology Detail page is displayed when you click on a staff name from a list of staff members. On this page you will find some identifying information above the line. Below the line are the position(s), FTE(s), certificate issue and expiration dates, and the technology proficiency date and expiration date. If the staff member has two records it would be indicated by STAFF 1 of 2. The Next button will take you to the next staff member in the list based on how you built the list. The Previous button will take you to the previous staff member in the list based on how you built the list.

When clicking Next and Previous and the next/previous staff member is unavailable for update (because another user in your district is currently updating the staff member), the technology proficiency date field will not be available for entering a date. The message line will indicate that the staff member is currently unavailable for update. Try the update again later.

If this staff member displayed is available for update, the staff record is locked (for up to 15 minutes) while the user is entering information on this page. This means that other PCS users in your district may not update this staff record while you are on this page updating the technology proficiency date for up to 15 minutes.

When you enter a valid technology proficiency date or change an existing technology proficiency date and click Submit, the technology proficiency expiration date is set automatically and is five (5) years from the technology proficiency date that was entered. When the update occurs, the next staff member in the list will be automatically displayed. The message line will indicate that the update was successful and that the next staff member is displayed. If you were already positioned on the last staff member from the list when you clicked Submit, that staff member is still displayed and the message line will indicate that there are no more staff members in the list to process. If the next staff member is unavailable for update (because another user in your district is currently updating the staff member), the


technology proficiency date field will not be available for entering a date. The message line will indicate that the staff member is currently unavailable for update. Try the update again later.


Use the Cancel button to abort any changes made on this page. Clicking a tab or a main navigation button to leave this page will leave the record locked for 15 minutes preventing other users in your district from updating this record.

Click the Locations tab to return to a list of locations in your district.

Click the Staff List tab to return to the staff list where you may navigate or rebuild the list.

# Admin

**Office of Finance**  
**Professional Certified Staff System**

**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

[Home](#) [Staff](#) [Staff](#) [Reports](#) [Technology](#) [Technology](#) [Technology](#) [Technology](#) [Admin](#) [Support](#)

[Code Tables](#) [Import](#) [Due Dates](#)

**Administrative / Code Tables**

Table Name	Description
EIA Codes	EIA funding sources for teacher's salary.
Federal Funding Codes	Federal funding sources for teacher's salary.
<a href="#">Position Codes</a>	Listing of staff position codes.
School Program Codes	Types of programs/schools in which staff may serve.
<a href="#">FAQ</a>	Frequently Asked Questions.
<a href="#">News</a>	Application News.

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# Import

The import feature of PCS will allow you to perform add, updates, and deletes for staff records by supplying the information in a specific file format instead of keying the information into PCS manually. If your current accounting/payroll software does not provide the specified file format, please contact the Chief Finance Office. At this time, only the text file option is available for use and not the XML file option.

In summary, the import process works as follows:

- Create a file from your district system with staff information, following the technical specifications.
- Then click on the **Admin** tab and then click on **Import** tab as below.


The screenshot shows the PCS Office of Finance Professional Certified Staff System interface. At the top, there is a navigation bar with tabs: Home, Staff, Staff, Reports, Technology, Technology, Technology, Technology, Admin, and Support. The Admin tab is selected. Below the navigation bar, a yellow message bar states: "Please select a file to import and click Submit to begin the import." The main content area has three tabs: Code Tables, Import, and Due Dates. The Import tab is active. The text in the Import tab reads: "The import function gives you the ability to submit a file of add, change, and/or delete transactions (created from your system) to PCS in order to eliminate keying staff information via the staff area of PCS. A document with Instructions and guidelines for using this import feature can be found under the Reports area." Below this, it states: "At this time, optional fields will not be processed for Text import files. Any values for the following optional fields in your Text import file will be ignored:" followed by a table of ignored fields. The table has three columns: Middle name, Title, and Suffix; EIA Code, Federal Funds Code, and District Experience; Termination Date, Sex, and Race; and School Program Code, Curr Yr Local Salary Supplement, and Race. Below the table, it says: "Select a file type below and click 'Browse' to locate the import file you wish to use." There is a section for File Type with a radio button selected for "Text (fixed-width)". Below this is a text input field and a "Browse..." button. At the bottom of the form is a "Submit" button.


Middle name	Title	Suffix
EIA Code	Federal Funds Code	District Experience
Termination Date	Sex	Race
School Program Code	Curr Yr Local Salary Supplement	

- Click on Submit to process the import file.
- **Pay close attention to the yellow message line** immediately below the main navigation buttons. It will inform you of errors.
- When the import is error free, all of the adds, updates, and deletes are successfully made to your data in PCS.



## Successful Import (no errors)

**Office of Finance**  
**Professional Certified Staff System**

**SOUTH CAROLINA**  
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HomeStaffStaffReportsTechnologyTechnologyTechnologyTechnologyAdminSupport

The import process is complete.

Code TablesImportDue Dates

The import function gives you the ability to submit a file of add, change, and/or delete transactions (created from your system) to PCS in order to eliminate keying staff information via the staff area of PCS.  
A document with Instructions and guidelines for using this import feature can be found under the Reports area.

At this time, optional fields will not be processed for Text import files. Any values for the following optional fields in your Text import file will be ignored:

Middle name	Title	Suffix
EIA Code	Federal Funds Code	District Experience
Termination Date	Sex	Race
School Program Code	Curr Yr Local Salary Supplement	

Select a file type below and click "Browse" to locate the import file you wish to use.

File Type  
☒ Text (fixed-width)


Browse...


Submit

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## Import with errors

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HomeStaffStaffReportsTechnologyTechnologyTechnologyTechnologyAdminSupport

An error occurred importing your text file. Under Reports, submit the Import Report for error details.

Code TablesImportDue Dates

The import function gives you the ability to submit a file of add, change, and/or delete transactions (created from your system) to PCS in order to eliminate keying staff information via the staff area of PCS.  
A document with Instructions and guidelines for using this import feature can be found under the Reports area.

At this time, optional fields will not be processed for Text import files. Any values for the following optional fields in your Text import file will be ignored:

Middle name	Title	Suffix
EIA Code	Federal Funds Code	District Experience
Termination Date	Sex	Race
School Program Code	Curr Yr Local Salary Supplement	

Select a file type below and click "Browse" to locate the import file you wish to use.

File Type  
☒ Text (fixed-width)

Browse...

Submit

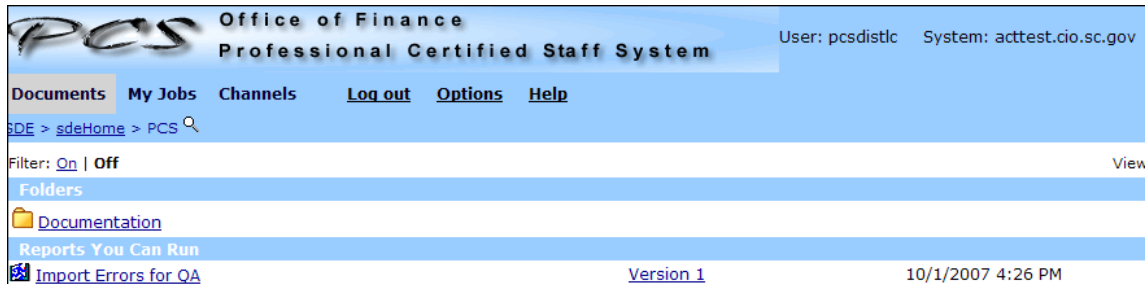
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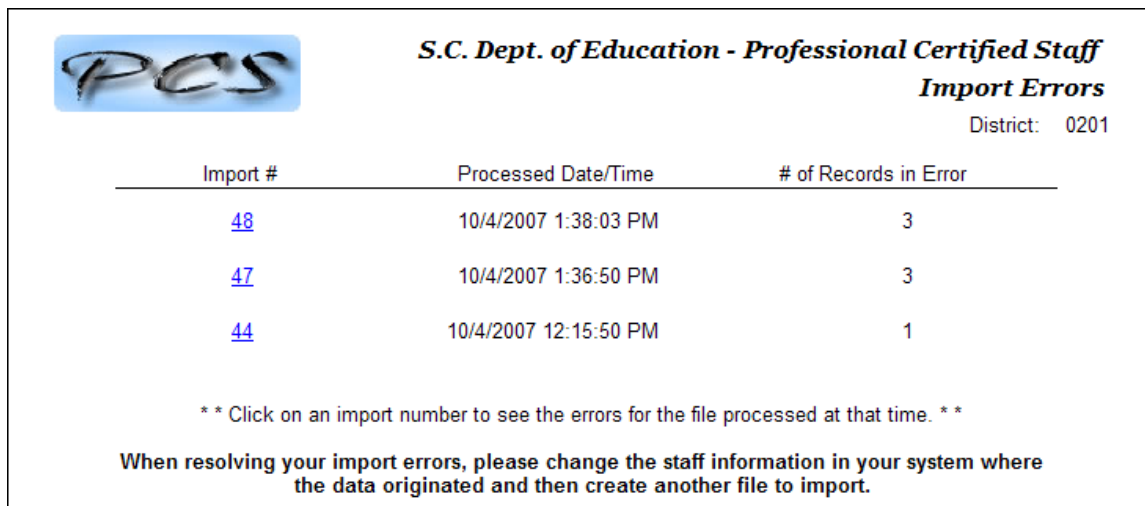
- To run the error report, click on the Reports tab.



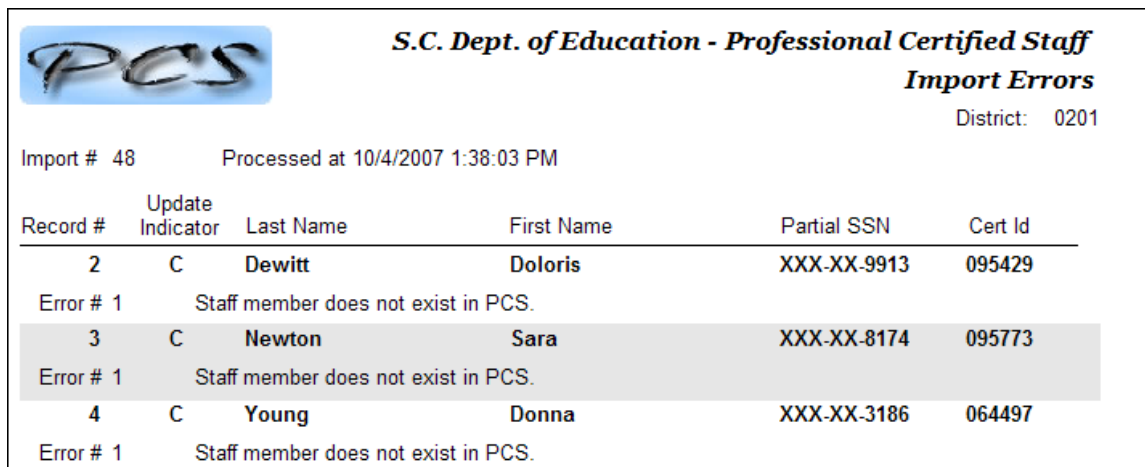
- The Reports portal screen will come up in a new window.



- Click to run the Import Errors report.
- The Import Errors selection screen will come up next.



- Select the import # that matches your current activity by clicking on the blue import #.
- The import error report will look like this.



- Clean up any errors in your district system if possible. Some errors may warrant that you remove the corresponding record from the import file manually and then key the add, update, or delete in PCS manually.

The following list contains useful tips and information that may be helpful when using the import feature:

1. **Pay close attention to the yellow message line** immediately below the main navigation buttons.
2. **The import file for the text format should be named as follows:**

Innnn000.pcs where I is for Import and nnnn = 4-digit SDE district code.

Example: I0160000.pcs would be import file name for Abbeville 0160

3. **For the text file format for importing, the import process does not handle the optional fields in the file at this time.** The only exception is for the second, third, and fourth position code and FTE (for staff members who work in more than one position at the same time). If a staff member already has values for their second, third, or fourth position code and FTE in PCS and no values are included in the import file for these fields, then the existing values will be used in combination with any information being imported for those staff members. If the staff member does not have any values for these fields already in PCS and values are included in the import file, those values will be used.

Any existing information in the fields below will be retained in PCS.

The optional fields that are not processed at all at this time via the import are:

Middle Name	Termination Date
Suffix	Technology Proficiency Date
Title	EIA Code
Sex	Federal Fund Code
Race	School Program Code (alternative, magnet, charter, adult education)
District Experience	Local Teacher Salary Supplement

4. **If your file has more than 300 records for adding new staff members,** then the file must be limited to 300 records at this time. You may split your original file into two or more files (depending upon how many records you have) and import each of them. We will work toward overcoming this limitation in a future upgrade of PCS.
5. **There are times after you have selected your file to import and have clicked the Submit button when it is difficult to tell if anything is happening or not,** especially if you are importing a large file. There are a few clues you can look for to tell if the file is still being processed.
  - a. The status bar of your browser - It may be slowly increasing. If it looks like it is not changing at all, look for another clue.
  - b. If you are using Internet Explorer, note the “spinning” world/Microsoft logo graphic in the upper right-hand corner. If it is “spinning”, then the import is still running. If you are using Netscape Navigator, note the “N” graphic in the upper right-hand corner. If it is “moving” or changing, then the import is still running.
  - c. After the file has been processed, a message will be displayed on the yellow message line indicating if the import was successful or if there were errors.
  - d. After the file has been processed, the file name that you selected will no longer be displayed in the file name box.
6. **An import file will only be processed if there are no errors in any of the records.**

**There are three passes made across the import file during the processing.** All records must not have any errors from the first pass before the second pass is made. Likewise, all records must not have any errors from the second pass before the third pass is made. So as you encounter errors and clean them up and import the staff information again, you may eventually see some errors that you did not see in a previous import because you have made it to the second or third pass.

**During the first pass, the system makes the following types of edits:**

- a) The file must be named correctly. Text files must be named with a .pcs extension. The first part of the file name must be the letter I followed by your 4-digit district number followed by three zeroes. For example, I0201000.pcs would be the file name of a text file for Aiken.
- b) The district number in each record must match your district number.
- c) If processing a text file, the length of each record is checked for accuracy.

**During the second pass, the system makes the following types of edits:**

- a) Do required fields such as name, salary, certificate id, SSN, etc. have a value?
- b) Do numeric fields such as salary, days employed, etc. have numeric values?

**During the third pass, the system performs business-type edits such as:**

- a) For an add transaction, does the staff member already exist in PCS?
- b) For a change or delete transaction, the staff member must already exist in PCS.
- c) Valid values for position codes and school/location codes
- d) Valid FTE ranges
- e) For certified staff, does the certificate id match the social security number?
- f) Are federal funds <= salary?
- g) Are first 135 days <= 135 and <= days employed?

7. **Import Errors Report** - If the import file has errors, the message line will indicate this and instruct you to go to the Reports area of PCS and run the Import Errors report. When you click on the Import Errors report in the list of PCS reports, you will be prompted to enter your 4-digit district number. Enter your district number and click either of the two Submit buttons.

The number of errors your import file has will determine how long it takes for the report to run and display. The first page of the report may display quickly however it may take a little longer to display the entire report. The total number of pages displayed in the report navigation bar will have a + sign after the number if the report is still being created and displayed. If/when the + sign is not displayed immediately following the total number of pages, the report has completed.

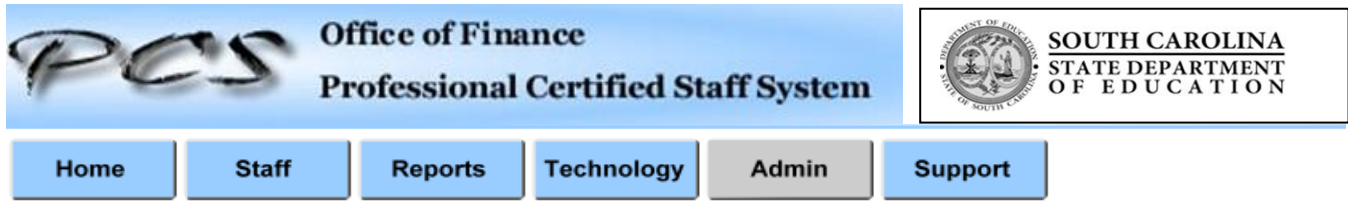
Each time you submit a file for import, it is assigned a number. This number is known as the import number and has no other purpose than to uniquely identify a file each time it is imported.

Up to the last 3 imports will be displayed on the first page of the report. Single click on an import number to see the errors for that import. If you decide to print the errors, be sure to only print the pages for that particular import if the report contains more than one import.

The table of contents is useful for quickly navigating to the results for each import that is listed on page 1 of the report.

8. **Correcting Errors** – SDE strongly recommends that if at all possible you should make corrections to staff information in your system where the information originated and from where the import file was created. Then create a new import file and try the import again. You may attempt the import as many times as you'd like in a single day.

## Due Dates (Admin)



Below is a list of critical dates for PCS:

November 2	DEADLINE FOR PCS STAFF UPDATES (FEDERAL REPORTS AND ACCREDITATION REPORTS)
November 2	INITIAL MEMBERSHIP/ATTENDANCE 45 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 45 DAY REPORT
December 1	2014-15 AUDITS AND IN\$ITE
December 3	MEMBERSHIP/ATTENDANCE CERTIFY 45 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 45 DAY REPORT (\$)
April 4	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT
April 29	PCS UPDATES FOR 135 DAY FUNDING (\$)
April 29	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAYREPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
June 30	FINAL CHANGES TO PCS FY 2015-16 TECHNOLOGY PROFICIENCY

This page will list key dates throughout the year for PCS such as:

- deadline for the accreditation process
- spring funding deadline
- end of year update deadline
- technology proficiency deadline


# Support

## User Roles


<div> <div>My Role</div> <div>FAQ</div> <div>Contacts</div> </div>						
Your are currently logged on as pcsdistlc and your role is District PCS Coordinator • Indicates access to this page in PCS is allowed      ** Indicates Not Yet Available						
District Roles	PCS Coordinator	PCS Update	PCS Tech	PCS District Guest 1	PCS District Guest 2	
Home	•	•	•	•	•	
Staff						
Locations List	•	•		•	•	
Staff List	•	•		•	•	
Detail	•	•		•	•	
Funding	•	•		•		
Certification	•	•		•	•	
Staff Notes	•	•		•	•	
Salary Update	•	•				
Add	•	•				
Update	•	•				
Delete	•					
Terminate	•	•				
Change Status	•	•				
Reports	•	•	•	•	•	
Technology						
Locations List	•	•	•			
Staff List	•	•	•			
Detail	•	•	•			
Admin						
Import	•					
Due Dates	view only	view only	view only	view only	view only	

This shows you the access that each role has in PCS.

# Frequently Asked Questions



**Office of Finance**  
**Professional Certified Staff System**



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

Home

Staff

Staff

Reports

Technology

Technology

Technology

Technology

Admin

Support

Please make a selection...

My Role

FAQ

Contacts

Category	Question
Pos Codes 1	<b>What position codes receive Teacher supply Money?</b> Position codes 3-8, 10,11,17 and 18.
Pos. Code 1	<b>What position code would I use for Visiting International Faculty (VIF) and for FACES?</b> VIF teachers should be coded as 08. FACES should be coded as 46.
Position C 1	<b>Who is Position Code 09 for?</b> Position Code 09 is for teachers that are retired or post TERRI and have a negotiated salary with the district. They are not paid from the minimum salary schedule, but have negotiated a lower salary.
PCS System 1	<b>What version browser do I need to run PCS?</b> At least Internet Explorer 5.5 or Netscape 6.0
PCS System 2	<b>What does an underlined word or description mean?</b> An underlined word or description is a hyperlink. When you click on it, it will take you to linked fields.
PCS System 3	<b>How do I know if I am working with my whole district or in a particular school?</b> If you are working in a school, the school name will be displayed.
PCS System 4	<b>What does the red dot mean?</b> The red dot indicates information that is taken from files at the Office of Teacher Quality. This information cannot be changed in PCS. Any changes must be made at OTQ>
PCS System 5	<b>When would I use notes?</b> You would use the notes section whenever you want to remember something regarding a staff member.
PCS System 6	<b>Will the enter button on my key board work in place of using the submit button?</b> The enter button on the key board does not do anything, with one exception. Once you have tabbed to submit, you can press enter. You should tab to or click on the submit button.
Salary 1	<b>What is included in salary?</b> The salary is to include the base salary, local supplement (if applicable), state supplement, National Board state supplement and local supplement(if applicable).

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Frequently asked questions and answers. A more comprehensive list can be found as an appendix to this manual.

## Contacts

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**Professional Certified Staff System**

South Carolina  
Department of Education  
Together, we can

[Home](#)[Staff](#)[Reports](#)[Technology](#)[Admin](#)[Support](#)

[My Role](#)[FAQ](#)[Contacts](#)

PCS Hours of operation are Monday through Friday 7:00am until 7:00 pm  
PCS hours of support are Monday through Friday 7:30am until 4pm

- For PCS content and policy questions about staff information, please contact the Chief Financial Office.
  - Ann Castro – [acastro@ed.sc.gov](mailto:acastro@ed.sc.gov) – 803-734-8147
  - Shatika Spearman – [sspearman@ed.sc.gov](mailto:sspearman@ed.sc.gov) – 803-734-8008
- For technical issues regarding system functionality or errors, please submit a technical support request for assistance to <https://eservices.ed.sc.gov>.
- For questions regarding staff information where the source is the Office of Educator Services, please contact your district's certification analyst in the Office of Educator Services at <http://ed.sc.gov/agency/se/Educator-Services/Licensure/>.
- For questions regarding technology proficiency dates, please contact Sharon Crenshaw in the Office of Total Quality Management at [screnshaw@ed.sc.gov](mailto:screnshaw@ed.sc.gov).

Contact information list.



SC Department of Education  
Professional Certified Staff Request for User Access

PLEASE PRINT OR TYPE INFORMATION

District Name \_\_\_\_\_

District Number

Place an "X" to Select Type of Request

Add	<input type="checkbox"/>
Remove	<input type="checkbox"/>
Update	<input type="checkbox"/>

Select type of PCS user access role requested.

Refer to Page 4 in the PCS user manual for a detailed description of each user role.

PCS District Coordinator	<input type="checkbox"/>
PCS Update User	<input type="checkbox"/>
PCS Technology User	<input type="checkbox"/>
PCS District Guest 1	<input type="checkbox"/>
PCS District Guest 2	<input type="checkbox"/>

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State SC

Zip Code \_\_\_\_\_

Fax Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

PCS USER FORM 1-22-15